

*Come work at CDSS where . . .*

## **People come First!**

***Exciting Opportunity at the California  
Department of Social Services....***

**Food Stamp Management Operations Section  
Corrective Action and Management Evaluation Unit**

**Staff Services Analyst (SSA)**

**Associate Governmental Program Analyst (AGPA)**

**Salary Range: SSA \$2,817 - \$4,446 AGPA \$4,400 - \$5,348**

**Two (2) Permanent Fulltime Vacancies**



### **EMPLOYMENT OPPORTUNITY**

Under the supervision of the unit manager, the analyst will work with County Welfare Departments to improve and monitor the operational performance of their Food Stamp Program. Activities include reviews of county operations as part of a review team or independently, data and procedural analysis, participation in various county meetings, and liaison with county and federal agencies. Incumbent must be able to effectively present findings, conclusions, and recommendations in both written and verbal formats.

For more information on the duties of this employment opportunity, please view the duty statement that follows this notice. If you have additional questions, please contact Bill Belon at (916) 654-1896.

*CDSS applicants will receive hiring priority. The following will be considered for appointment: eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be interviewed.*

**Final File Date: January 21, 2010**

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

**Contact Information:** California Dept. of Social Services  
744 P Street, Mail Station 8-9-32  
Sacramento, California 95814  
Attn: Bill Belon

**WELFARE TO WORK DIVISION  
CORRECTIVE ACTION/MANAGEMENT EVALUATION UNIT**

**Staff Services Analyst  
Duty Statement**

Under the direction of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) assists with activities associated with Food Stamp Program (FSP) corrective action, management evaluation, and quality control sanctions. Additionally, the SSA assists in the completion of the semi-annual statewide Corrective Action Plan (CAP). The SSA also may help coordinate State Exchange Project (SEP) funds provided by the federal government.

**A. Specific Job Assignments**

- 40% Assists in preparing the semi-annual statewide FSP CAP, consistent with departmental objectives and plans submitted by the 19 largest counties; analyzes and refines state and county input, and assures timely submission of the CAP to the federal Food and Nutrition Service (FNS); works with county staff to develop and distribute FSP payment accuracy best practices.
- 25% Assists in preparing analyses on relevant information that may apply to FSP corrective action, management evaluation, and sanction defense; works with the department's statistical and data analysis staff to prepare descriptive charts, tables and graphs.
- 15% Helps provide information to others on the California FSP error rate, sanction settlement, reinvestment and appeal efforts; helps prepare briefing documents, issue papers, All County Letters, and Information Notices, and other documents; and provides briefings to management staff.
- 10% Assists in providing technical assistance and guidance for FS error reduction, participates in federal, county and interdepartmental meetings, and prepares letters/reports to counties and other agencies.
- 10% Assists in developing SEPs with the counties, assuring that the use of these federal training funds is consistent with federal objectives for the California FSP for each fiscal year; coordinates with Division SEP administrators to provide SEP requests to FNS.

**B. Supervision Received**

The SSA reports to and receives general direction from the SSM I. The SSA performs functions with minimal assistance and exercises judgement as to what decisions must be escalated within the department for final approval.

**C. Supervision Exercised**

None.

D. Administrative Responsibilities

None.

E. Personal Contacts

The SSA has frequent contact with state and county staff and interacts routinely with external entities such as the U.S. Department of Agriculture Food and Nutrition Service, California Welfare Directors Association, other states, and national organizations. The SSA interacts routinely with departmental staff in various organizations.

F. Action and Consequences

The SSA exercises personal and professional judgement and provides day to day input in areas involving management evaluation, SEP, sanction defense and corrective action that can have significant dollar and political impact to the Department.

G. Other Information

The SSA is required to travel as needed. Travel may be up to 30 percent and may be overnight.

The incumbent's office is located on the 9<sup>th</sup> floor of the department's headquarters building.

**WELFARE TO WORK DIVISION  
CORRECTIVE ACTION/MANAGEMENT EVALUATION UNIT**

**Associate Governmental Program Analyst  
Duty Statement**

Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) assists with activities associated with Food Stamp Program (FSP) corrective action, management evaluation, and quality control sanctions. Additionally, the AGPA takes a significant role in the completion of the semi-annual statewide Corrective Action Plan (CAP). The AGPA also may coordinate State Exchange Project (SEP) funds provided by the federal government.

**A. Specific Job Assignments**

- 40% Prepares the semi-annual statewide FSP CAP, consistent with departmental objectives and plans submitted by the 19 largest counties; analyzes and refines state and county input, and assures timely submission of the CAP to the federal Food and Nutrition Service (FNS); works with county staff to develop and distribute FSP payment accuracy best practices.
- 25% Prepares analyses on relevant information that may apply to FSP corrective action, management evaluation, and sanction defense; works with the department's statistical and data analysis staff to prepare descriptive charts, tables and graphs.
- 15% Provides information to others on the California FSP error rate, sanction settlement, reinvestment and appeal efforts; prepares briefing documents, issue papers, All County Letters, and Information Notices, and other documents; and provides briefings to management staff.
- 10% Provides technical assistance and guidance for FS error reduction, participates in federal, county and interdepartmental meetings, and prepares letters/reports to counties and other agencies.
- 10% Develops SEPs with the counties, assuring that the use of these federal training funds is consistent with federal objectives for the California FSP for each fiscal year; coordinates with Division SEP administrators to provide SEP requests to FNS.

**B. Supervision Received**

The AGPA reports to and receives general direction from the SSM I. The AGPA performs functions with independence and exercises judgement as to what decisions must be escalated within the department for final approval.

C. Supervision Exercised

The AGPA may be assigned to be the lead analyst for assignments, and in that capacity will coordinate those assignments under the guidance of the SSM I.

D. Administrative Responsibilities

None.

E. Personal Contacts

The AGPA has frequent contact with state and county staff and interacts routinely with external entities such as the U.S. Department of Agriculture Food and Nutrition Service, California Welfare Directors Association, other states, and national organizations. The AGPA interacts routinely with departmental staff in various organizations.

F. Action and Consequences

The AGPA exercises personal and professional judgement and provides day to day input in areas involving management evaluation, SEP, sanction defense and corrective action that can have significant dollar and political impact to the Department.

G. Other Information

The AGPA is required to travel as needed. Travel may be up to 30 percent and may be overnight.

The incumbent's office is located on the 9<sup>th</sup> floor of the department's headquarters building.